

# Boone County Government

**Position Title: Executive Director**  
**Reports To: Area Plan Commission**  
**Status: Exempt**  
**Effective Date: June 1, 2022**

*To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

## **Position Summary:**

Manage the operational and fiscal activities of the area planning department. Specifically, manage the office and the staff, manage all fiscal matters, maintain accurate records, and coordinate all department planning

## **Essential Duties and Responsibilities:**

Oversees department operations and personnel, including developing and administering policies, delegating work assignments, establishing goal and standards, providing training and corrective instruction, evaluating performance, interviewing and hiring job candidates, maintaining discipline and recommending corrective action and/or termination as warranted.

Promptly and accurately responds to public inquiries, requests for forms, applications for permits, requests for information, etc.

Adheres to the policies and procedures outlined in the Boone County Personnel Policy Handbook with regard to the supervision of employees.

Manages employees in a professional manner that promotes public confidence in the APC.

Perform adequate and fair written performance reviews of staff.

Initiates technological advances to improve service to the public and increase productivity of staff.

Accurately and promptly presents claims for payment.

Develops the annual budget for review by the APC.

Prepares and submits a monthly financial report to the APC President.

Presents any matters that require Boone County Council approval to the Executive Committee prior to scheduling on the Council agenda.

Maintains the official version of the various ordinances which govern the activities of the Area Plan Department.

Maintains an accurate record of all APC proceedings, including maintenance of records and minutes, custody and preservation of all papers and documents of the APC, maintenance of the current roster and qualifications of members, and records of attendance.

Proposes an annual plan for the operation of the area plan department and administers the plan as approved by the APC.

Prepares and presents an annual report to the APC.

Represents department and county on various citizen and governmental committees.

Prepares special studies and reports for various elected officials, legislative bodies, and the APC as requested.

Issues improvement location permits.

Enforces zoning and subdivision control ordinances according to established policies.

Administers comprehensive plans within area plan department's jurisdiction.

Assists other local, state and/or federal development agencies when required.

Communicates with staff attorneys on specific issues or on planning trends.

Occasionally testifies in legal proceedings/court as necessary.

Performs other related duties as assigned.

**Additional Duties and Responsibilities:**

Assists other staff with duties to maintain prompt and efficient customer service. Perform general clerical duties on an as needed basis.

Ability to attend evening meetings.

**Key Performance Standards:**

Employee performance is measured based on established annual goals and

objectives created by the Area Plan Commission.

**Position Qualifications:**

Accredited Bachelor of Science degree with major course work in urban planning or related field. AICP certification is required.

At least 2 years experience as a planner or plan commission director with associated supervisory experience.

Working knowledge of fundamental planning issues and concepts, including planning theory, urban design, subdivision, land use law, environmental issues, growth management, economic development, housing, and transportation.

Excellent ability to demonstrate and communicate information in graphic, written and oral forms. This includes being sensitive to professional ethics, gender, cultural diversities and disabilities.

Must be fluent in Microsoft Access, Word, Excel, FrontPage and other planning computer software including GIS programs.

Ability to work alone with minimum supervision and with others in a team environment, often under time pressure, and on several tasks at the same time.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with difficult persons.

Ability to understand, memorize, retain, and carry out written or oral instruction and present findings in oral or written form. Written form shall be of standard English grammar, spelling and punctuation.

Ability to read and understand construction plans and plot plans.

Demonstrate knowledge of local and county ordinances.

Possession of or ability to obtain a valid driver's license.

**ADA Compliance:**

Physical Factors

Keyboarding, lifting, carrying objects weighing less than 25 pounds, close vision, color/depth perception, speaking clearly, hearing sounds/communication, and handling/grasping/fingering objects.

Environmental Factors:

Working conditions are normal for an office environment, involving sitting for long periods, sitting/walking at will. Occasionally, there may be times when out-of-office site visits/meetings are required and thus driving and walking on non-developed land is required

**Applicant/Employee Acknowledgement:**

The job description for the position of Executive Director for the Area Plan Commission describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes\_\_\_\_ No\_\_\_\_

Applicant/Employee Signature:

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Boone County, Indiana, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.